

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 4, 2016
CC: All Departments



Town Administrator: This week included a meeting with Tom Sawyer of Lakes Region Computers to discuss our FY16 IT equipment and software plan implementation. On Wednesday several staff and community members gathered to bid Bruce Woodruff a fond farewell as he departs for retirement after 4 ½ years as Town Planner. We all wish Bruce the very best and a long, healthy and happy retirement! On Thursday the new Town Planner Search Committee interviewed a candidate and will be submitting a report to the Select Board soon. Work has resumed on several administration projects that were set aside for the winter while preparing for Town Meeting including a review and update of the Town's personnel manual, employee benefits and several other policy updates. The April Department Head meeting will be held on Tuesday April 5th at 9 a.m. at Town Hall. The Select Board will have a brief special meeting on Monday April 4th at 11 a.m. for a Non-Pubic Session for hiring and their regular meeting on Thursday April 7th at 7 p.m. Have a great week and think spring!

Finance: Nothing to report this week.

Assessor: The Project Manager from Vision Government Solutions will be here on Tuesday, April 5th to start the sales verification process for the 2016 Statistical Update. I will be in the field with him reviewing every qualified sale, verifying the accuracy of building style, features, grade and condition, as well as outbuildings.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: As of March 28, 2016 all Town Roads have had the season weight limit restriction removed due to the warmer weather. Grading and gravel work was done on Bodge Hill, Castle Shores, Red Hill, Ferry and Cottage Roads. The PD reported large amounts of gravel had been dumped on Sheridan Road hindering traffic and it was discovered to have come from RH Hammond trucks that were doing work in the area. The PD notified the property owner of the incident. Due to the amount and the need for the road to be cleared, the crew with the backhoe cleaned it up before the responsible company could be notified and take care of it on their own. Cold patching was done throughout Town paved roads. Chipping, cutting and clean-up was done on Harvard Camp Road. The crew loaded and sold 3 tractor-trailer loads of woodchips to a power supply company. A mailbox was fixed on Vonhurst Road as it was damaged by the York rake when we were raking the road. It was reported that there had been garbage left on Old Red Hill Road and around the dumpster at the PSB due to a hungry bear; both areas were picked up and disposed of. A grave was marked out at Middle Neck Cemetery and while there, it was noticed that a stone was tipped over and Charlie Beede was notified to set it back in place. Calls were made to try and get at least 3 quotes on the repairs needed on truck #6 that was involved in the winter rollover incident. We are also looking into estimates for

repairs needed on truck #10 which needs a VGC actuator, front spring bushing, and transmission. Plows and sanders were placed on the trucks in case of accumulating snow for the weekend. Agent Kinmond reviewed payroll and discussed it with the Town Administrator. He also completed the March personnel evaluations and submitted them for review. Agent Kinmond posted on the state's DPW list serve site for the interim DPW Director position for the Town. A driveway application on Shaker Jerry Road was reviewed. Agent Kinmond spoke with the intersection contractor regarding the status of utilities and it was recommended that the work begin on Shaker Jerry and Wentworth Shores Road. The contractor will coordinate the schedule with the Town Engineer.

Facility & Grounds Division: Regular weekly buildings checks and recyclables were done. A bulletin board was hung at the Recreation Dept. At Town Hall a "Do Not Enter" sign was purchased and installed behind Town Hall per the Town Administrator, and also a leaking plumbing fixture was repaired. Mowers are being serviced and spring clean-up has begun at the Playground. Facilities TL met with Global at the PSB, and they reinstalled a-coils as unit 1 is not working properly. The circulators for the apparatus floor was shut off, and isolated the manifold that needs repair before the next heating season as it is leaking. Facilities TL also met with Aplus Alarms about key fobs for PSB. Spare file cabinets were picked up for use at the new Highway Department office and a counter top/desk area was built for the new set up in the front office that will be utilized by the mechanic and Facilities TL. With the new front office/Road Agent office/breakroom reorganization at the Highway, the floors needed to be stripped and waxed due to office furnishings being moved around. Old office furniture was disposed of at the WMF as it was in no condition for surplus. Follow up was done on some estimates for the single stream project, and met with the Engineer at the transfer station while they poured concrete for the slab (compactors). Follow-up was done with grounds on the part time crew, narrowing down start dates and scheduling for spring and summer.

WMF Division: Supervisor Filpula reported this week they shipped out 1-MSW, 1- C&D. The concrete pad was poured for the new single stream compactors.

Other Items to Report: DPW Office Clerk Hoyt and JLMC members completed the yearly safety inspection of the Highway Department building and will submit their report at the next JLMC meeting scheduled for April 5th.

Moultonborough Police Department: The Moultonborough Police Department recorded 403 log entries, which included the following calls for service, 41 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 4 complaints, 1 MV Accident, 5 MV Complaints, 6 residential alarms, 0 commercial alarms and 0 K-9 complaints.

Training: Mar. 28th - April 1st, Off. Pare attended the Police Academy. Mar. 29th, Off. Bagan attended DV Lap Training.

Moultonborough Fire Department: Year to date there has been 192 calls for emergency service. For the period of 3/25/16 to 3/31/16 there were 22 calls for service: (15) Medical Emergencies, (1) Oil Spill, (1) Public Service call, (1) Excessive heat with no ignition call, (2) Good Intent calls, (1) Smoke Investigation, and (1) Hazardous Material Release Investigation. Moultonborough Fire Rescue received assistance on one automatic aid call from Tuftonboro and from Center Harbor on three calls.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:22 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:13 min.

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:30 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: The Fire Department ended March with a flurry of calls. On the 31st between 4:36 pm to 11:14 pm, firefighters responded to seven incidents. Twice during that seven-hour period, the department was operating two separate incidents simultaneously. The Department responded to 70 incidents in March. The following services were provided by the department: 1 Occupancy Inspection, 4 Fire permits issued, 1 Oil tank inspection, 1 Suprabox installation, 1 Public service.

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: We are excited to announce that the Summer 2016 Brochure is now available on our website. The link can be found on the Recreation Department's Home Page. Summer planning is well underway! The Early Bird Softball and TBall registration date has passed. Anyone who has missed the Early Bird date, can still register their child at full cost until this Thursday, April 7. At this time, the registration numbers show a significant increase over last year, therefore, it is necessary to add a second team at the 1st, 2nd, and 3rd grade level. Softball clinics for grades 1-6 begin this Saturday, April 9. MRD Staff is excited to be able to offer a new Yoga class with instructor, Sherry Wakefield. The class will meet at the Recreation Dept. on Thursday mornings at 8:30 a.m., beginning April 21. The CATCH Kids program will run through April 20, on Wednesdays after school. The Gym Days program will run through April 21, on Tuesdays and Thursdays after school. Both programs continue to be well attended.

Important Dates to Remember

Board of Selectmen's Meeting, April 7, 2016, 7 PM

Board of Selectmen's Meeting, April 14, 2016, 7 PM

Board of Selectmen's Work Session & Joint BOS/School Board Com., April 21, 2016, 4 PM

Board of Selectmen's Meeting, April 28, 2016, 7 PM

Staff Meeting, Tuesday – April 5, 2016, 9:00 AM